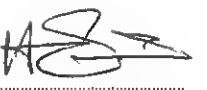## West Coast District Municipality
Draft Top Layer SDBIP 2013/2014

Ref	Directorate	GFS Classification	Municipal KPA	KPI	Unit of Measurement	Wards	Area	KPI Owner	Baseline	Source of Evidence	Previous Year Performance	A T
TL8	Council	Executive and council	Not Applicable	Effective functioning of council with compliance in respect of number of meetings held per annum	No of council meetings per annum	All	All	Speaker		4 Minutes of the meetings held		
TL9	Council	Executive and council	Not Applicable	Effective functioning of the portfolio committee system with compliance in respect of the number of meetings held annually	No of sec 80 committee meetings per annum	All	All	Speaker		11 Minutes of the meetings held		
TL19	Council	Executive and council	Financial Management	The main budget is approved by Council by the legislative deadline	Approval of main budget before the end of May	All	All	Council		1 Minutes of the Council meeting		
TL20	Council	Executive and council	Financial Management	The adjustment budget is approved by Council by the legislative deadline	Approval of adjustments budget before the end of February	All	All	Council		1 Minutes of the Council meeting		
TL36	Council	Executive and council	Not Applicable	The SDBIP is approved by the Mayor within 28 days after the budget has been approved	SDBIP approved in terms of the MFMA	All	All	Mayor		1 Approved SDBIP		
TL39	Council	Executive and council	Not Applicable	Facilitation of IGR in the district measured by the number of DCF meetings held	No of DCF meetings	All	All	Mayor	4 DCE's for the year	Minutes of meetings held		
TL3	Municipal Manager	Community and social services	Social and Community Development	An implementation plan for the GENDER Policy Framework is developed and adopted by 30 June 2013	Plan completed and approved by council.	All	All	Municipal Manager	New kpi for 2012/13	Minutes of the Council meeting where plan was submitted for approval		
TL4	Municipal Manager	Community and social services	Social and Community Development	The co-ordination by WCDM of drafting up a consolidated plan for social development interventions in the district	Number of consultation engagements with relevant role-players	All	All	Municipal Manager	New kpi for 2012/13	Minutes of meetings and attendance registers		
TL5	Municipal Manager	Corporate services	Human Resource Development	Implementation of the Municipality's approved Employment Equity report in liaison with the approved recruitment and selection policy	Number of Personnel appointed according to numerical goals.	All	All	Municipal Manager		51 Letter of appointment and Employment Equity Plan		
TL6	Municipal Manager	Corporate services	Human Resource Development	% Implementation measured by the budget spent on the WSP by financial year end.	% Implementation measured by the budget spent on the WSP by financial year end	All	All	Municipal Manager		1200000 CAPMAN system reports and Financial Statements		
TL10	Municipal Manager	Corporate services	Not Applicable	Tabling of the draft annual report to council before 31 January annually.	Minutes of oversight committee submitted to council	All	All	Municipal Manager		1 Minutes of the Council meeting		
TL12	Municipal Manager	Corporate services	Human Resource Development	Maintain human capital to ensure sustainable capacity to create an effective and efficient service delivery institution.	Vacancy levels expressed as a percentage of approved posts in the organogram	All	All	Municipal Manager	National norm between 10-15%	CAPMAN system reports		
TL13	Municipal Manager	Corporate services	Human Resource Development	Effective and healthy labour relations are maintained and secured through regular LLF meetings	No of LLF meetings initiated by the employer per annum	All	All	Municipal Manager		10 Minutes of the meetings held		
TL14	Municipal Manager	Corporate services	Human Resource Development	Revise HR policies by the end of June annually to ensure compliance with regulatory framework for fair, sound and equitable labour relations	No of policies revised	All	All	Municipal Manager		3 Minutes of the Council meeting		
TL15	Municipal Manager	Corporate services	Human Resource Development	Build solid HR capability through implementation of the skills development plan with targeted skills development interventions.	No of staff who completed training by comparison with personnel identified for training.	All	All	Municipal Manager		70% CAPMAN system reports		
TL26	Municipal Manager	Executive and council	Not Applicable	Quarterly submission of fraud declaration by Municipal Manager, directors and internal auditor	Number of declarations per quarter	All	All	Municipal Manager	Existing approved anti-corruption policy	Fraud declaration file		
TL27	Municipal Manager	Executive and council	Not Applicable	Implementation of the risk management policy measured by the number of risks quarterly managed by each directorate	Number of risks managed by each directorate quarterly	All	All	Municipal Manager	4 risks per directorate per quarter	Risk register		
TL28	Municipal Manager	Executive and council	Human Resource Development	Institutional Performance management system in place and implemented down to TASK level 12	No of levels implemented down to TASK level 12	All	All	Municipal Manager		1 File Sec 24/1/7; Performance agreements on system		
TL29	Municipal Manager	Executive and council	Not Applicable	Functional audit committee that advises the municipality on matters relating to internal controls, risks, policies, performance and governance	No of meetings held and minutes of meetings submitted to council	All	All	Municipal Manager		4 Minutes of the meetings held		
TL30	Municipal Manager	Executive and council	Not Applicable	Approved Risk based audit plan elements identified, audited by year end	Number of elements identified, audited by year end	All	All	Municipal Manager	Approved risk based audit plan	Audit committee minutes		
TL37	Municipal Manager	Executive and council	Not Applicable	Shared support are provided in the district	Number of actual shared support provided/Number of requests received	All	All	Municipal Manager	Support services provided - 3 out of every 4 received	Minutes of meetings where agreements are entered into; correspondence on file 15/15/16		
TL38	Municipal Manager	Executive and council	Not Applicable	Shared services implemented in the region through number of recommended services piloted	Number of shared services piloted	All	All	Municipal Manager	New kpi for 2012/13	Final report		
TL40	Municipal Manager	Executive and council	Not Applicable	Facilitation of IGR in the district measured by the number of DCF (Tech) meetings initiated for policy support	No of DCF Tech meetings initiated.	All	All	Municipal Manager	4 DCF Tech's for the year	Minutes of meetings held		
TL41	Municipal Manager	Executive and council	Not Applicable	Development of strategic partnerships to enhance resource mobilisation	Number of strategic partnerships formed	All	All	Municipal Manager	New kpi for 2012/13	Partnership agreements/ memoranda		
TL42	Municipal Manager	Executive and council	Not Applicable	Enhancement of integrated planning in the district by developing the annual IDP district process schedule by end of August annually.	Framework developed by the end of August annually.	All	All	Municipal Manager	Existing Framework needs to be revised	Minutes of Council meetings		
TL43	Municipal Manager	Executive and council	Not Applicable	Review of Integrated Development Plan that facilitates alignment with municipal spending, its approval by the end of May 2013 and advertisement for public comment	Reviewed IDP approved by the end of May 2013 and capital spending alignment as per IDP.	All	All	Municipal Manager	Existing IDP	Minutes of Council meetings; IDP document; Budget document; Advertisements.		
TL45	Municipal Manager	Executive and council	Not Applicable	District IDP consultation through management bi-lateral- and municipal level engagements between District- and Local municipalities	No of B municipalities consulted by the end of May	All	All	Municipal Manager		5 Minutes of the meetings		
TL47	Municipal Manager	Executive and council	Not Applicable	Enhance integrated development planning in the district through facilitating regular district IDP Co-ordinating meetings	Number of meetings held per annum	All	All	Municipal Manager		4 Minutes of the meetings held		
TL48	Municipal Manager	Executive and council	Not Applicable	Enhanced performance management through signing section 57 performance agreements with staff by the end of July 2013	No of performance agreements signed by end of July	All	All	Municipal Manager		4 Signed contracts		

Ref	Directorate	GFS Classification	Municipal KPA	KPI	Unit of Measurement	Words	Area	KPI Owner	Baseline	Source of Evidence	Previous Year Performance	Annual Target	Revised Target	KPI Calculation Type	Q1	Q2	Q3	Q4	2013/14	2014/15	2015/16	2016/17
TL49	Municipal Manager	Executive and council	Economic Development	Regional Tourism is promoted and supported by council and reports to council.	Number of regional tourism reports submitted to municipal manager, Mayco and council	All	All	Municipal Manager		10 Reports		10	0	Accumulative	2	3	3	2	10	10		
TL50	Municipal Manager	Executive and council	Economic Development	Regional tourism is enhanced by targeted tourism promotion activities	Percentage of targeted tourism promotion activities completed	All	All	Municipal Manager	New kpi for 2012/13	Reports		80%	0%	Carry Over	10%	30%	50%	80%	80%	80%		
TL51	Municipal Manager	Executive and council	Economic Development	Regional Economic Development (RED) strategy is operationalised as part of the implementation plan	Number of RED focus areas addressed and implemented	All	All	Municipal Manager		1 Operationalisation plan documents; LED file		2	0	Accumulative	0	1	0	1	2	2		
TL52	Municipal Manager	Executive and council	Economic Development	EME's are targeted for contracts and tenders above R30 000 as a means to enhance economic development and job creation	R-value of quotes above R30 000 and tenders awarded to EME's.	All	All	Municipal Manager	20% of total procurement	CRA system report; Report of quotes awarded.		20%	0%	Carry Over	0%	0%	0%	20%	20%	20%		
TL1	Administration & Community Services	Waste water management	Infrastructure Development	The quality of water in the West Coast district complies with SANS 241 specifications through monthly monitoring	Sample test reports in compliance in respect of SANS 241 specifications	All	All	Director: Administration & Community Services		100 Sample results		100	0	Accumulative	25	25	25	25	100	100		
TL2	Administration & Community Services	Health	Not Applicable	Environmental pollution is monitored to comply with legislated standards.	Health inspection reports on environmental pollution in respect of compliance with legislated standards	All	All	Director: Administration & Community Services		80 Inspection results		80	0	Accumulative	20	20	20	20	80	80		
TL11	Administration & Community Services	Corporate services	Not Applicable	Feedback to portfolio committee before 30 December each year regarding by-laws that must be revised	Feedback to portfolio committee before 30 December each year	All	All	Director: Administration & Community Services		1 Government gazette		1	0	Carry Over	0	1	0	0	1	1		
TL31	Administration & Community Services	Community and social services	Not Applicable	Disaster risk awareness promoted in communities	Number of awareness Initiatives for targeted social groups and communities per annum	All	All	Director: Administration & Community Services		4 Information pamphlets, stickers, booklets, advertisements, radio media ect. records of visit		4	0	Accumulative	1	1	1	1	4	4		
TL32	Administration & Community Services	Public safety	Not Applicable	Develop District Disaster Management Framework by the end of December 2012	Framework developed by the end of Dec 2012	All	All	Director: Administration & Community Services	No existing framework	Minutes of the Council meeting		1	0	Carry Over	0	1	0	0	1	1		
TL33	Administration & Community Services	Public safety	Not Applicable	Effective facilitation of disaster management in the District measured in terms of the number of advisory forum meetings held.	No of meetings per annum	All	All	Director: Administration & Community Services		2 Minutes of the meetings		2	0	Accumulative	0	1	0	1	2	2		
TL34	Administration & Community Services	Public safety	Not Applicable	Fire service delivery in the district is standardised through facilitating and co-ordinating meetings to discuss and formalise service delivery protocols	No of meetings held per annum	All	All	Director: Administration & Community Services		4 Minutes of meetings held		4	0	Accumulative	1	1	1	1	4	4		
TL16	Financial Services	Budget and treasury office	Financial Management	The financial viability of the WCDM is healthy and the organisation is able to service its annual debt.	Debt coverage measured by the total operating revenue from grants and service payments in relation to debt obligations due within the year	All	All	Director: Financial Services	95%	Section 71 reports		100%	0%	Stand-Alone	100%	100%	100%	100%	100%	100%		
TL17	Financial Services	Budget and treasury office	Financial Management	Financial viability is healthy with a low level of outstanding service debts within the year	Service debtors to revenue – Total outstanding service debtors/ revenue received for services	All	All	Director: Financial Services	22%	Section 71 reports		5%	0%	Reverse Stand-Alone	0%	5%	5%	5%	5%	5%		
TL18	Financial Services	Budget and treasury office	Financial Management	Financial viability measured by the available cash to cover fixed operating expenditure is healthy	Cost coverage of fixed operating expenditure	All	All	Director: Financial Services	20%	Section 71 reports		80%	0%	Stand-Alone	80%	80%	80%	80%	80%	80%		
TL21	Financial Services	Budget and treasury office	Financial Management	Compliance with GRAP 16, 17 & 102 to ensure effective asset management is accomplished	Findings in the audit report on non-compliance	All	All	Director: Financial Services	Unqualified audit opinion in 2011/12	Audit report		100%	0%	Stand-Alone	0%	100%	0%	100%	100%	100%		
TL22	Financial Services	Budget and treasury office	Financial Management	Approved financial statements submitted by 31 August 2012	Approved financial statements submitted	All	All	Director: Financial Services	Approved financial statements annually	Approved statements submitted by the 31st of August		1	0	Carry Over	0	0	0	1	1	1		
TL23	Financial Services	Budget and treasury office	Financial Management	Improvement in capital conditional grant spending measured by the % spent within the year	% of the grant spent	All	All	Director: Financial Services		95% Annual Financial Statements		95%	0%	Carry Over	0%	0%	0%	0%	95%	95%		
TL24	Financial Services	Budget and treasury office	Financial Management	Improvement in operational conditional grant spending measured by the % spent	% of the grant spent	All	All	Director: Financial Services		100% Annual Financial Statements		100%	0%	Carry Over	0%	0%	100%	100%	100%	100%		
TL25	Financial Services	Budget and treasury office	Financial Management	Compliance with the SCM regulations measured by the limitation of successful appeals against the municipality	Number successful appeals	All	All	Director: Financial Services		1 Minutes of the Tender Committee		1	0	Zero	0	0	0	0	1	1		
TL53	Technical Services	Road transport	Infrastructure Development	Review of integrated transport plan for the district completed in the financial year	% of completion of review by 30 June 2013	All	All	Director: Technical Services		6 Feedback from 6 municipalities		100%	0%	Carry Over	0%	0%	0%	100%	100%	100%		
TL54	Technical Services	Road transport	Infrastructure Development	Annual plan compiled for the comprehensive maintenance of provincial roads	Submission of Annual Performance Plan to Provincial Government by end of November	All	All	Director: Technical Services	Plan is annually submitted	E-mail confirming submission to Province		1	0	Carry Over	0	1	0	0	1	1		
TL55	Technical Services	Road transport	Infrastructure Development	Provincial roads is maintained in compliance with budget	% of the budget spent	All	All	Director: Technical Services		100% Actual budgets spent as per financial reports from the financial system		100%	0%	Carry Over	25%	50%	75%	100%	100%	100%		
TL56	Technical Services	Water	Infrastructure Development	Update Bulk Water System Master Plan by the end of June 2013	Plan updated by 30 June 2013	All	Bergrivier; Saldanha; Swartland	Director: Technical Services	Master plan updated every second year	Minutes of the Water Monitoring Committee		100%	0%	Carry Over	0%	0%	0%	0%	100%	100%		
TL57	Technical Services	Water	Infrastructure Development	Percentage spent of the approved bulk water capital projects allocation	% spent of budget allocated for bulk water capital projects	All	Bergrivier; Saldanha; Swartland	Director: Technical Services	Capital projects as per Master plan	Actual budgets spent as per financial reports from the financial system		100%	0%	Carry Over	5%	10%	40%	100%	100%	100%		
TL58	Technical Services	Water	Infrastructure Development	Bulk water quality supplied complies with SANS 241 standards	Sample test results and % water quality	All	Bergrivier; Saldanha; Swartland	Director: Technical Services		100% Monthly portfolio committee reports		100%	0%	Carry Over	100%	100%	90%	100%	100%	100%		
TL59	Technical Services	Water	Infrastructure Development	Development of the Desalination Plant as an alternative supply source for Bulk Water	Completion of the EIA by June 2013	All	Bergrivier; Saldanha; Swartland	Director: Technical Services	Completed study to identify alternative water sources	Approval by the Department of Environmental Affairs		100%	0%	Carry Over	0%	0%	0%	100%	100%	100%		
TL60	Technical Services	Waste management	Infrastructure Development	Development of the Regional Solid Waste Disposal Site for Matzikama and Cederberg	Completion of the EIA by 30 December 2012	All	Matzikama; Cederberg	Director: Technical Services	Identified in the Master plan	Approval by the Department of Environmental Affairs		100%	0%	Carry Over	0%	0%	0%	100%	100%	100%		
TL61	Technical Services	Planning and development	Infrastructure Development	Review of district Spatial Development Framework	% completed of review by 30 June 2013	All	West Coast Region	Director: Technical Services		40% SDF report		100%	0%	Carry Over	0%	0%	0%	100%	100%	100%		

Executive Mayor

26|4|2013

Date